

Franklin Public Library

Public Behavior, Safety, and Emergency Policy

(Adopted 08-23-2010)

The Franklin Public Library Board of Trustees is responsible for establishing rules of conduct to protect the rights and safety of library users and staff, and for protecting the library's materials, equipment, facilities and grounds.

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities or behaviors. Library users who violate the rules of conduct established in this policy may be subject to the suspension of their library privileges, exclusion from the library premises, and/or face legal action.

RULES OF CONDUCT

No person shall engage in inappropriate conduct on the premises of the Franklin Public Library or when participating in library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library.

The following actions are examples of conduct not allowed on library premises:

- ✓ Engaging in any activity in violation of Federal, State, local or applicable law or library policy.
- ✓ Bringing firearms or dangerous weapons onto library premises. (Except by law enforcement officers).
- ✓ Using, possessing, selling, or being under the influence of alcohol or illegal drugs.
- ✓ Verbally or physically threatening or abusive behavior, including stalking, staring, lurking, offensive touching, or indecent exposure.
- ✓ Engaging in lewd or sexual behavior.
- ✓ Trespassing in nonpublic areas or being in the library without permission before or after library hours.
- ✓ Creating disruptive noises such as shouting, screaming, using profanity or obscenities.
- ✓ Using audible devices without headphones. Using cell phones, pagers, and other communication devices in a manner that disturbs others.
- ✓ Damaging, defacing, and stealing of library property or personal property of others.
- ✓ Consuming food or beverages outside of designated areas.
- ✓ Fighting or challenging to fight, running, pushing, shoving or throwing things.
- ✓ Using a camera or cell phone camera in the library without administration's permission.
- ✓ Unauthorized canvassing, selling, soliciting, or any other commercial activities.
- ✓ Littering.
- ✓ Smoking or other tobacco use.
- ✓ Bringing animals, other than service animals, into the library, except as authorized by library personnel for special programs.
- ✓ Using roller blades, skateboards, bicycles, and other means of transportation inside the library, excluding strollers, wheel chairs, etc.

- ✓ Sleeping in the library.
- ✓ Using the library restrooms for bathing, shaving, washing hair, etc.
- ✓ Disturbing others because of offensive body odor.
- ✓ Disobeying any reasonable direction of library staff members.

SAFETY PROCEDURES

When behavior of a patron constitutes a disruption which interferes with the use of the library by other patrons or with a staff member's carrying out his/her duties, the following steps will be taken:

1. Issue a verbal warning that if the behavior in question does not cease the patron will be asked to leave.
2. If unacceptable behavior continues, request the patron leave the library premises.
3. If patron refuses to leave, inform him/her that the police will be called.
4. Call the police.

If the offender is an unaccompanied minor child, staff may elect to call the child's parent in lieu of police.

A minor child habitual offender may be barred from using the library except in the company of a parent.

When a parent is present but is unable or unwilling to elicit suitable behavior from their child, they will be asked to remove the child from the library.

A patron who repeatedly fails to conform to behavior standards may be denied access permanently.

Any time a patron's behavior threatens the safety of another patron or staff member the police should be called immediately.

UNATTENDED CHILDREN

The Franklin Public Library welcomes and encourages children to visit the library, use library resources and services, and attend library programs. Staff members are available to help and support children; however, the library is not able to provide short or long term child care, or be responsible for unattended children.

Unattended children are children of any age who are unaccompanied by a parent, guardian, or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the library and must have adequate supervision while in the library. The library reserves the right to contact parents, guardians or proper authorities if unattended children require supervision.

For safety concerns it is mandatory that all children age five (5) and under have a responsible person with them at all times while in the library.

The parent or guardian is responsible for picking up their children before library closing. If a parent or guardian of a child cannot be contacted or located within fifteen minutes of the library's closing time, the Franklin Police department will be contacted to take custody of the

child and continue efforts to contact the parents. Staff may not transport children home or to any other destination under any circumstances.

The library is not responsible if children leave library property unattended.

FOOD AND BEVERAGES

The Franklin Public Library endeavors to accommodate our users and to encourage the use of library resources while protecting the library's substantial investment in the collections and technology. Some restrictions on the consumption of food and beverages are necessary because the presence of food and drink in the library introduces the potential for damage and when not discarded properly invite pest infestation.

1. Food and drinks are permitted only at the reading/studying tables. Not at the children's table or at computer workstations.
2. All drinks must be in covered containers. No alcoholic beverages are allowed on library premises.
3. Food and drink refuse is to be discarded in trash containers.
4. Spilled food or drink should be cleaned immediately with paper towels. Any damages to library property will be the responsibility of the library user.

EMERGENCY PROCEDURES

The following procedures have been established to deal with medical and weather emergencies, and other disasters. All library staff should be acquainted with these procedures.

MEDICAL EMERGENCY

If the person is conscious and does not appear seriously ill or injured, offer to help or to call 911.

For serious injury or unconscious person, call 911.

A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

FIRE

Upon discovery of a fire call 911.

Announce the emergency and the need to evacuate the building for safety.

If the fire is in its early stages, such as a trash can or a small pile of paper, use the nearest extinguisher.

Fire extinguishers should be checked annually and serviced as needed.

INCLEMENT WEATHER/EMERGENCY CLOSING

The library will be closed when weather conditions deteriorate to the point where traveling is hazardous, when vital equipment in the building fails or when there is a general emergency in the town of Franklin.

In the event of a tornado warning (a tornado has been sighted) an announcement will be made requesting that everyone seek shelter in the restrooms until the all-clear signal is received.

An adult who wishes to stay in the main library proper or leave the building entirely cannot be forced to take shelter as requested.

The library staff will escort all unaccompanied minor children to the restroom area for shelter, where they will remain until their parent or guardian are contacted and they are picked up by an adult.

POLICY REVIEW

This policy should be reviewed and discussed by all library personnel to better equip them to handle all behavior, safety and emergency situations in the library. The Library Board of Trustees will review this policy annually.